



# AT&T CL4940 Number Pad Replacement and Cleaning

Replacing the number pad or cleaning sticky keys on your AT&T CL4940 Corded Answering System

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## INTRODUCTION

This guide gives step by step instructions on how to access the internals of the number pad on your AT&T CL4940 Corded Answering System. From opening up the device, to removing the Motherboard and number pad board, this guide will help you fix your number pad problems. Whether you have broken or sticky keys, by following this guide you will be able to fix your device's problems. Be sure to follow all of the steps in order and pay attention to special notes throughout the guide.

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### TOOLS:

- [Metal Spudger](#) (1)
  - [JIS Driver Set](#) (1)  
JIS1 Phillips Head
  - [64 Bit Driver Kit](#) (1)  
Hex #5 Extension
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## Step 1 — Number Pad



**i** Unplug your device before beginning disassembly.

- Remove phone line and power cord from the back cover of the device.
- Remove phone cable from the side of the device.

## Step 2



- Remove the five 4mm X 10mm Phillips head screws from the back cover of the device.

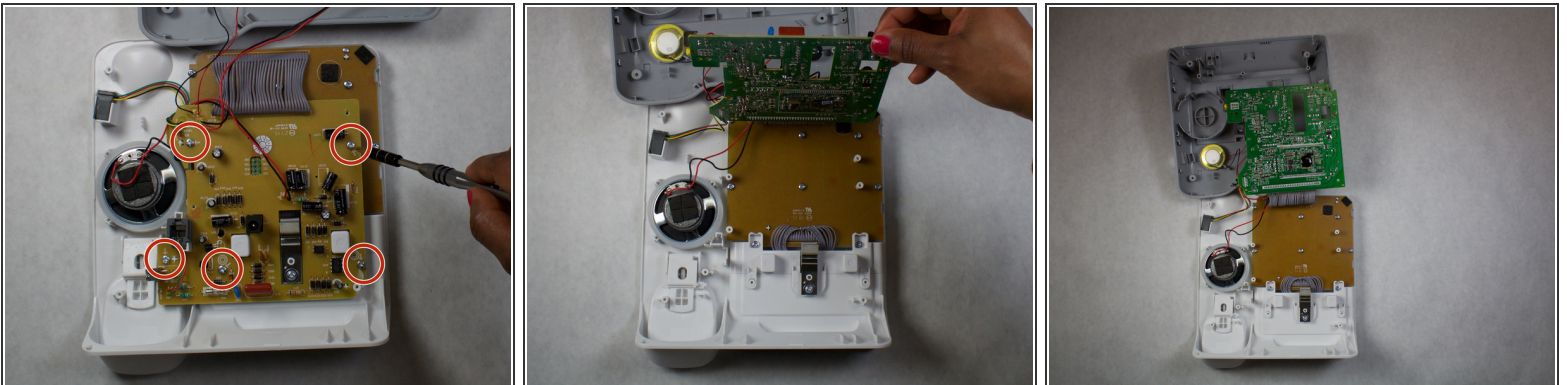


## Step 3



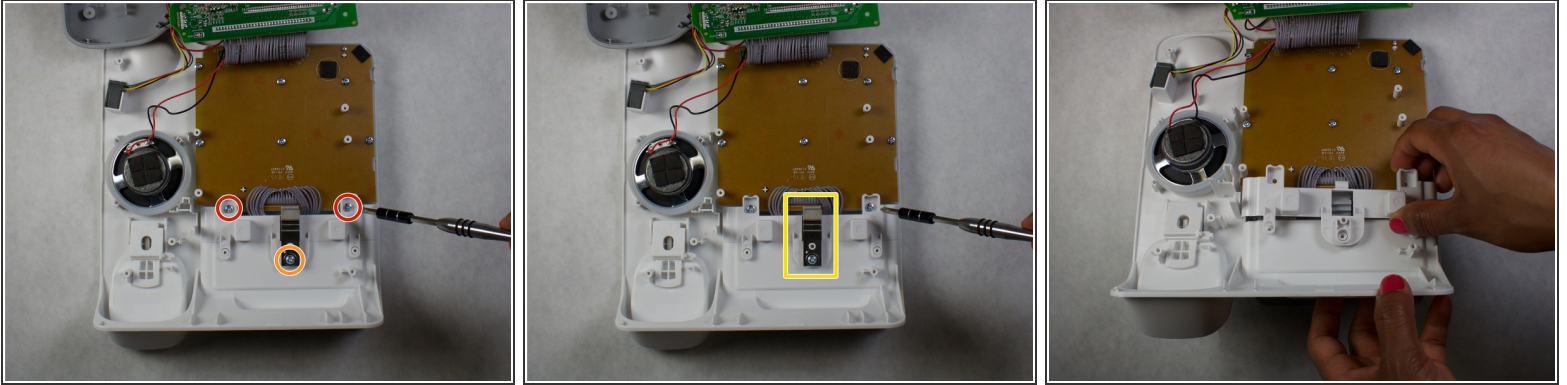
- Starting from the bottom of the device, with a metal spudger, separate the top (white) plastic piece from the bottom (gray) plastic piece.
- Work your way across the bottom of the device, then to each side, and finally to the top.
- ⓘ There are brackets every few inches along the edge of the device. These may be difficult to pull apart.
- The top and bottom pieces should separate, and the internals of the device will now be accessible.

## Step 4



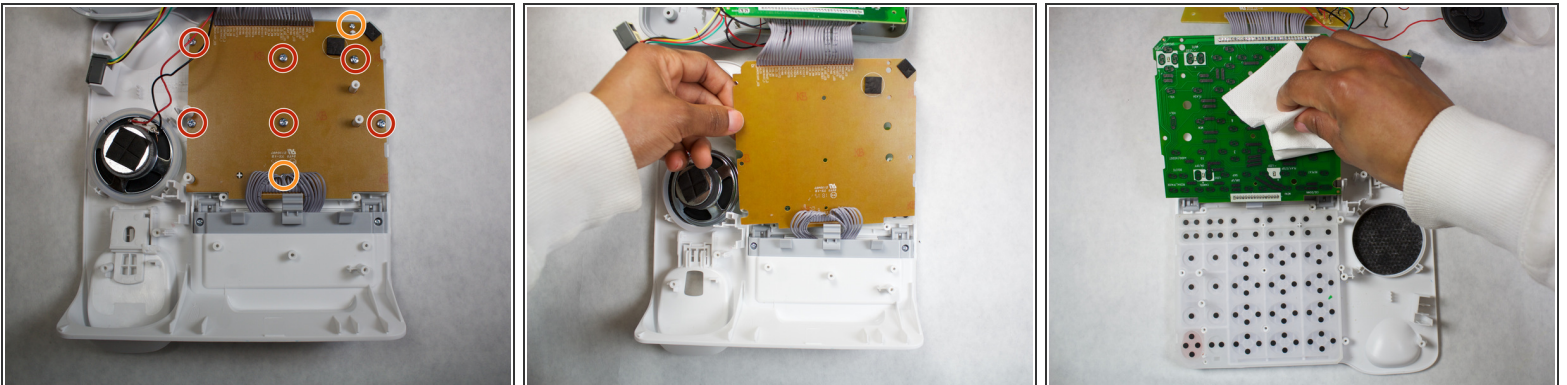
- Remove the five 5mm X 5mm Phillips head Motherboard screws.
- Set the Motherboard out of the way as shown.

## Step 5



- Remove the two 5mm X 8mm Phillips head large number pad screws.
- Remove the 5mm X 6mm Phillips head latch screw.
- Remove the small metal latch.
- Remove the plastic number pad plate.

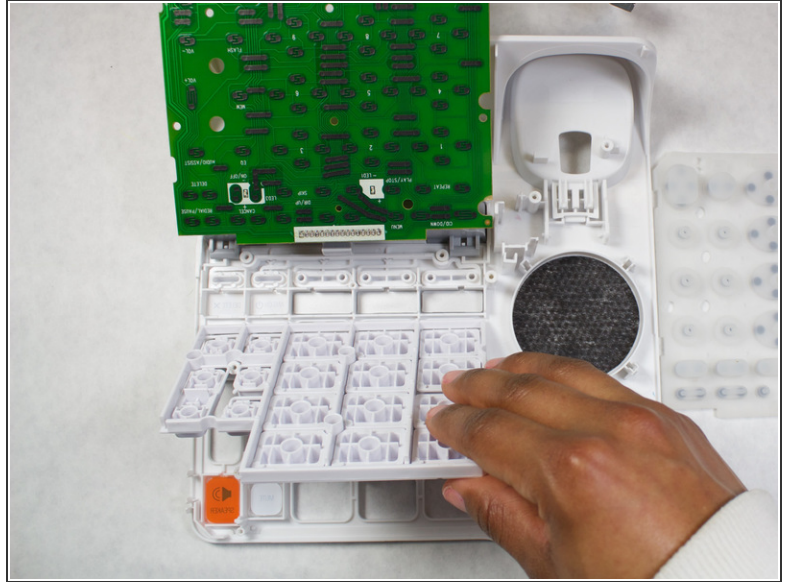
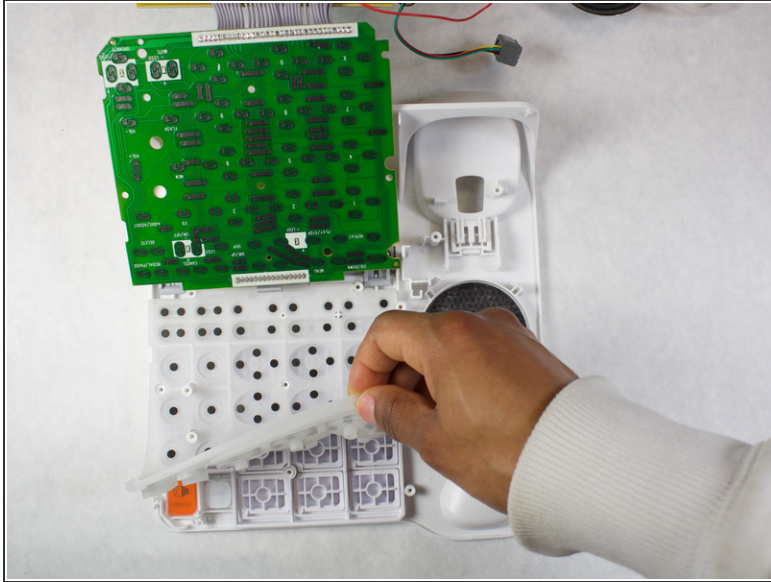
## Step 6



- Remove the remaining six 5mm X 8mm Phillips head large number pad screws.
- Remove the two 3mm X 6mm Phillips head small number pad screws.
- Grab the edge of the number pad board and peel it away from the screw posts.
- Using a clean towel or cloth, move the number pad board away from the keys that lie below.
- Set the number pad board and the Motherboard out of the way for further disassembly.



## Step 7



- Peel away the rubber mat and set aside for cleaning.
- Remove the main key pad and any remaining keys.
- ❗ Remember where the single keys are placed so that during the reassembly process they are placed back in the correct location.
- The rubber mat may be cleaned with a dry or damp paper towel to remove any dust or foreign substances.
- Any broken or cracked keys may be replaced accordingly.

To reassemble your device, follow these instructions in reverse order.

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